



January 17

Dear Parents/Carers

**National Take Your Daughter to Work Day –Thursday 27<sup>th</sup> April 2017**

Year 8 are being offered the chance to take part in National 'Take Your Daughter to Work Day'.

We do understand that for a variety of reasons it may not be possible for your daughter to accompany you. To ensure she has equality of opportunity we would suggest asking relatives or friends if they would be able to accommodate her. You could ask your daughter what interests her. If a suitable placement is still not available your daughter will need to be in school following normal lessons or other activities. If your daughter is not going out to a work place can you please let us know why so we can try and find alternative solutions if possible.

Parents should use their own judgement about where their daughter goes, however if parents/carers work at home or alone, it is unfortunately not a new learning experience or environment, therefore it is not suitable.

We hope you can arrange for your daughter to accompany someone throughout a normal working day. She will travel to and from work with that person and be covered by the 'Health and Safety' practices of the organisation that she is visiting and their insurance.

She will be provided with a Take Your Daughter to Work Booklet that she should complete during the day. (Please adjust timings and the key to suit the work place) There will also be a small section to be completed by the person being accompanied so it is worth your daughter going over this with whoever she goes with and they both learn something new from the experience. Students should collect the booklet from me when she hands in her contact form.

This is your opportunity to show what you or friends do and what is expected in the work place. At the parents' information evening, we asked parents to think of the skills and qualities that are necessary for the world of work and how we can instil and explain the right attitude for work. Communication, focus and responsibility were a few of the key skills but also body language and appearance are also important. Lay out the expectations of the workplace beforehand and introduce her to your work colleagues telling her what they do and get her to shake their hands.

Students will attend debrief the morning after TYDTWD to discuss the day. Feedback from the accompanying adults would be gratefully received.

If a suitable placement is not available your daughter will need to be in school following normal lessons or other activities.

Please complete the attached contact & consent form, stating where your daughter will be going and with whom or use the reverse to state why she is not taking part. . A small explanation of what the organisations do is really helpful if it's not clear from organisation name. It needs to be signed by the parent and the person accompanying the student if not a parent and most importantly the employers, agreeing the terms and conditions. Please return the completed form a.s.a.p. but no later than the 21<sup>st</sup> April.

Yours sincerely

Mrs J Greenland  
Careers & WRL Manager, email- [jgreenland@suttonmail.org](mailto:jgreenland@suttonmail.org)



## Summary from parents Information evening

### Why:

Students benefit because - it's an opportunity for them to explore career options, through:

- Understanding the importance of staying in school by learning first-hand what skills are required in today's workplace
- Thinking about what aspects of their "work day" they liked and what they didn't
- Exploring career options in a practical way and gain a better understanding of just how many career choices are open to them
- By spending a day in the life of a working adult, they develop an appreciation of their parents' work and motivations

Parents benefit because - it helps them prepare their children for the future by:

- Discussing work experiences with their child
- Beginning a career discussion based on actual experiences
- Enriching their child's experience with discussions before, during and after the workplace visit

Evidence shows young people that have memorable contact with employers 4 times or more are more: confident about reaching their ultimate career goals; more likely to be employed; earning 16% more.

### Who:

- Parents
- Friends or family
- The more the merrier. Ask your daughter if she has any friends who don't have a workplace to visit that day who would like to join you

### Where:

- Use own judgement
- Sorry but NOT if you work from home it's not a new environment
- Think about hazards or sensitive information

### Plan the day

- Think about what you want them to see but ask them what they want to learn and what they are looking forward to.

### Seek Advice

- Speak to other parents who have done this before and ask what they may have done differently.

### Keep them busy.

- Make sure to involve and engage her in your daily routine, so they can see how you tackle problems and execute solutions. But don't make it too hands-on; you don't want your child taking important calls or sending work-related emails.

### Break for lunch.

- When planning out the day, be sure to include costs for breakfast and/or lunch as well as a snack. When you take a break to eat, talk them about what they liked about the day so far and what else they'd like to do.

**Reward** them for a job well done. At the end of the day, let them take home a souvenir or a certificate of accomplishment.

### How:

Contact forms needs to be signed by parent/and person they are accompanying as well as employer. Students will have a booklet/diary to keep and will be debriefed

### Terms and Conditions:

- Student will travel to and from work with parent/family friend
- Student will be covered by organisations Insurance.
- Student will be covered by 'Health & Safety' practises of the organisation

### What if there isn't anywhere to go:

Students will be expected in school and the day will be planned according to numbers

Look out for further information regarding Careers in Year 8 and GCSE Options.

# TAKE YOUR DAUGHTER TO WORK CONTACT FORM

The following student .....in .....  
(Name of Student) (Tutor Group)  
 will be going to work with parent/family friend to the employer below on  
**Thursday 27<sup>th</sup> April 2017**

ORGANISATION:	.....
ADDRESS:	..... ..... .....
POSTCODE:	.....
TELEPHONE:	.....
MOBILE (if appropriate)	.....
E MAIL:	.....

WHO THEY ARE GOING WITH:	.....
RELATIONSHIP.....	.....
POSITION/JOB TITLE:.....	.....
NAME OF EMPLOYER CONTACT.....	.....
<b>SIGNATURE CONFIRMING THE FOLLOWING TERMS &amp; CONDITIONS</b>	

PARENT/	PERSON ACCOMPANIED IF DIFFERENT	EMPLOYER

## TERMS & CONDITIONS

Student will travel to and from work with parent/family friend

Student will be covered by organisations Insurance.

Student will be covered by 'Health & Safety' practises of the organisation



INVESTOR IN PEOPLE



This form should be forwarded to Mrs Greenland ([igreenland@suttonmail.org](mailto:igreenland@suttonmail.org)) **as soon as possible BUT no later than 21st April 2017.** *If not taking part please see overleaf.*

Name \_\_\_\_\_ Group \_\_\_\_\_

**I have given some possible reasons below but please use box provided if these answers do not apply to you.**

My daughter cannot take part in Take Your Daughter To Work Day because:

My work place does not allow it.

I do not work or know anyone that works

Other

Please let us know how you think we can make this more inclusive.